N60201.AR.000808
NS MAYPORT
5090.3a

QUALITY CONTROL PLAN FOR INSTALLATION OF ASPHALT CAP AT SOLID WASTE MANAGEMENT UNIT 25 NS MAYPORT FL

3/1/2006

TN & ASSOCIATES

QUALITY CONTROL PLAN

INSTALLATION OF ASPHALT CAP
AT SWMU 25
NS MAYPORT, FLORIDA
N62467-02-D-0483/014

Prepared for:

Naval Facilities Engineering Command
Southern Division
Charleston, South Carolina

Prepared by:

T N & Associates, Inc.
3691 Palmetto Pointe Blvd
Suite 302
Myrtle Beach, SC 29588

T N & Associates, Inc.
Engineering and Science

MARCH 2006

This Quality Control (QC) Plan was prepared for the Naval Facilities Engineering Command, Southern Division. The QC Plan is submitted in fulfillment of the Scope of Work (SOW) under Contract N62467-02-D-0483, Delivery Order 0014, Installation of Asphalt Cap at SWMU 25 Site - NS Mayport, FL and will serve as a guide for assuring that the T N & Associates, Inc. (TN&A) construction and administrative practices meet standards of performance for construction activities associated with the referenced contract. It is an acknowledgement by TN&A and its staff, that quality control (QC) is an integral part of all construction. The QC Plan contains the methods and procedures that will be followed by TN&A for construction work performed either by TN&A or a subcontractor.

The basis for this QC program is the U. S. Army Corps of Engineers three-phase quality control program. All work performed by TN&A or its subcontractors will comply with the applicable specifications, drawings, and standards with respect to the contractor-furnished equipment, materials, workmanship, construction, finish, functional performance, and identification.

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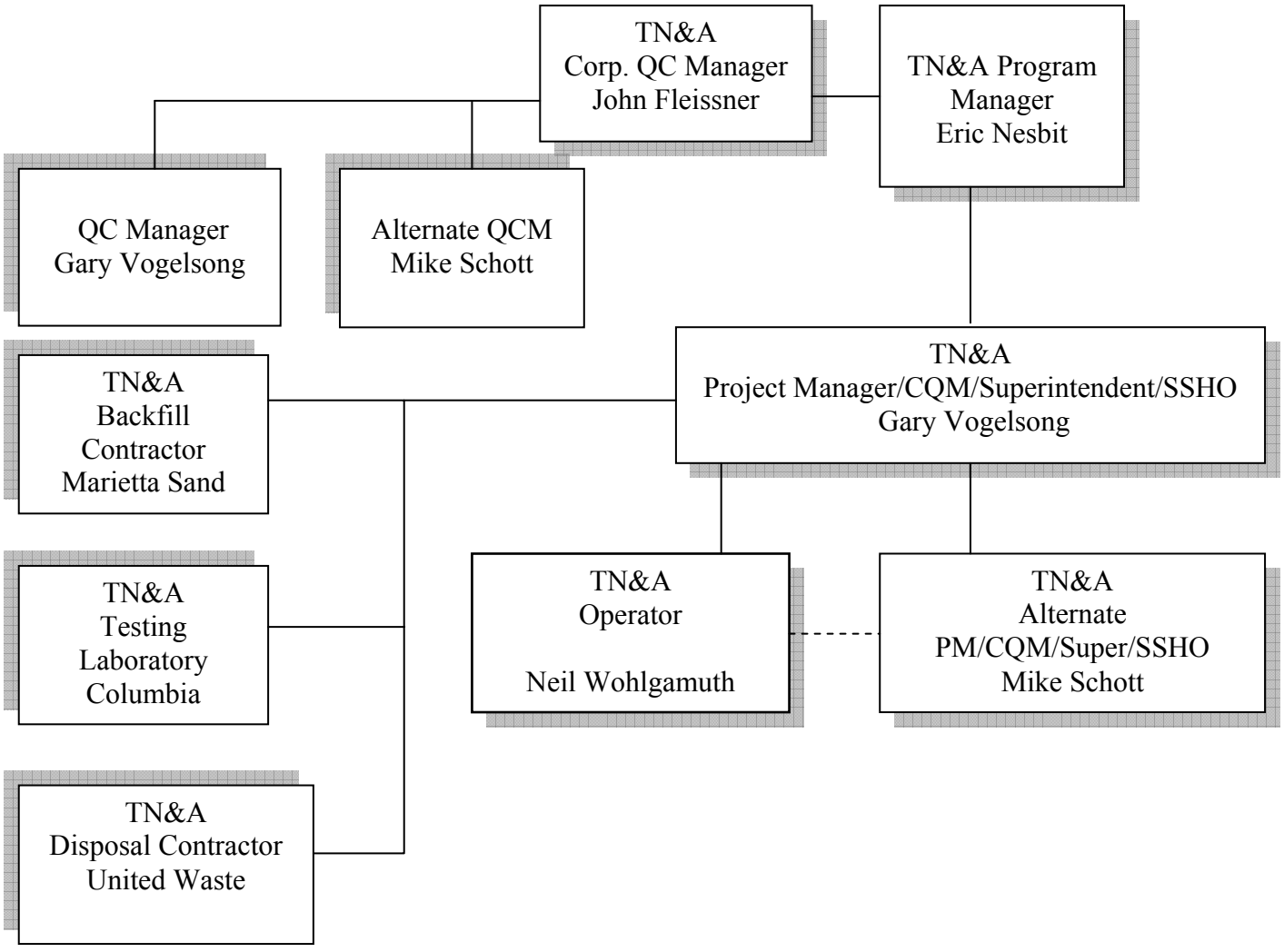
I. QC Organization

The QC Organization Chart (Figure 1-1) specifically identifies the project participants and lines of communication. The organization is structured to ensure that there are sufficient QC personnel with adequate authority to satisfy all contract requirements. The achievement of quality in project activities is the responsibility of all TN&A personnel and subcontractors participating on the project.

Figure 1-1
Project Organization Chart
Installation of Asphalt Cap at SWMU 25
NS Mayport, FL



II. Names and Qualifications of QC Personnel

The names and qualifications of the designated Quality Control Manager (QCM) and alternate QCM are listed in the following resumes. Because of the nature and level of complexity of the project, the QCM and alternate will have other job functions in addition to their construction QC duties. The QCM is the lead on-site person whose level of knowledge and experience qualifies them to determine whether the construction is being performed in compliance with the project plans and specifications. The alternate QCM is also an individual whose level of knowledge and experience qualifies them to determine whether the construction is being performed in compliance with the project plans and specifications.

III. Duties, Responsibility, and Authority of QC Personnel

A. Quality Control Manager

The QCM for the Project is Gary Vogelsong. The QCM implements and manages the QC program. The QCM attends the coordination and mutual understanding meeting and conducts the QC meetings. Additionally, the QCM will perform the three phases of Quality Control, perform submittal approval, ensure testing is performed as necessary, and provide any QC certifications and documentation required in the contract. The QCM is responsible for managing and coordinating the three phases of control and documentation performed by Testing Laboratory personnel and any other testing and inspection personnel required by this contract.

B. Alternate Quality Control Manager

The Alternate QCM is Mike Schott. The Alternate QCM serves in the designated QCM's absence for a maximum of two weeks at a time, and for not more than a total of 30 days. When the QCM is not available, the Alternate QCM implements and manages the QC program. The Alternate QCM attends the coordination and mutual understanding meeting and conducts the QC meetings in the QCM's absence. Additionally, in the QCM's absence, the Alternate QCM will perform the three phases of Quality Control, perform submittal review and approval, ensure testing is performed as necessary, and provide any QC certifications and documentation required in the contract. The Alternate QCM is responsible for managing and coordinating the three phases of control and documentation performed by Testing Laboratory personnel and any other testing and inspection personnel required by this contract at those times when the QCM is unable to perform those roles.

Gary Vogelsong

Education

MS, ALS; Trauma; Emergency Medicine, Medical College of Ohio, 1985

BS, Mechanical Engineering, Scranton University ICS Schools, 1979

BS, Science, United States Military Academy at West Point, 1974

Registrations/Certifications

Certified Quality Control Manager, U.S. Army Corps of Engineers, 1995

OSHA 40-Hour HAZWOPPER, Supervisor, 1995 with annual refresher

OSHA 40-Hour HAZWOPPER, 1991 with annual refresher

OSHA Construction Safety and Health Certification, 2004

Certified Underground Storage Tank Decommissioning and Installation, 1994

First Aid/CPR, 1995 with annual refresher

Confined Space Entry Certified, 1995

Trenching and Excavation Competent Person, 2002

International Fire Code Certified: Decomissioning/Retrofit/Installation, 1997

API 653 Tank Inspection Certification Course, 2002

Certified Deep Water Diver, Underwater Inspection, 1990

Relevant Experience

Mr. Vogelsong is an accomplished Quality Control and Construction Manager with over 20 years of field experience. He has proven expertise in executing construction and remediation projects within budget and on schedule. Professional experience includes the following.

Environmental Multiple Award Contract; region 4; Florida

Mr. Vogelsong has served as Project Manager/Site Superintendent/Quality Control Manager/Health and Safety officer for multiple contract awards throughout the SOUTHDIV Region 4 – Florida region. He has performed initial site visits, proposal preparation, work plan and schedule preparation, subcontractor procurement, field implementation, and project completion reports for thirteen (13) previous awards.

Costal Systems Station - Panama City, FL

Site Superintendent/Quality Control Manager for JP-5 fueling system project. Responsible for quality control and site supervision for the installation of load, off-load, and hot fueling systems in support of base aircraft. Project included monitoring and recovery well closures and installations, and relocation of existing equipment.

Costal Systems Station - Panama City, FL
Site Superintendent/Quality Control Manager for installation of dock fueling system piping and leak monitoring system. Responsible for quality control, site supervision, and the design and installation of fuel piping system with leak detection for dockside fueling of Navy ships. The project included removal of existing piping, and the installation and testing of new double wall FRP fuel piping and leak detection.

Project Manager, West Ramp Replacement, Wright-Patterson AFB, OH.
Managed engineering, quality control, and construction for the demolition of existing C-141 aircraft tarmac and Prichard Type II fueling system and the design and construction of a new C-17 aircraft tarmac and AF Standard Type III fueling system. Demolition activities included the abatement of previously unknown asbestos containing pipe coatings and transite electrical conduits and the interface with state regulators to coordinate in-place closures of underground storage tanks.

Program Manager, US Navy, Environmental Job Order Contract, Great Lakes Naval Base, IL. Managed the engineering, quality control, and construction for the development, design, and implementation of multiple delivery orders and emergency responses throughout the 15 state Great Lakes Naval Base responsibilities.

Contract Manager, Construction Quality Control, Toledo Army Reserve Center, OH. Provided construction quality control for 2-story Army Reserve buildings to be used for offices, training, and maintenance support, as well as extensive parking areas and perimeter fencing. Responsible for the inspection and oversight of all aspects of construction and equipment installation to meet quality assurance and health standards. This project received the Marvin M. Black – Excellence in Partnering Award.

Project Manager, USACO Geotechnical Investigation and Remediation, former NIKE Missile Sites, IN. Provided overall planning, coordination, supervision, and administration of the environmental investigation and cleanup of three former DOD sites for the transfer of properties to public use.

Project Manager, USACO Geophysical Investigations, Grissom AFB, IN.
Provided overall planning, coordination, and administration of product recovery and monitoring wells under US and State EPA

MICHAEL J. SCHOTT

Staff Engineer

Mr. Schott is an agricultural/biological (environmental) engineer with a focus on soil, water and water quality. He has extensive experience in natural resources management. He currently provides Engineering and Quality Control tasks including obtaining price quotes for new projects, field engineering and management, drafting reports, and proposal and project scheduling support.

Lift Station Rehabilitation and Sanitary Sewer Replacement & Rehab

USACE – Omaha District, Langley AFB, VA

Responsible for quality control for the design and construction of 3 miles of underground utilities, primarily sewer pipe. 10,583 lf of sanitary sewer pipe was rehabilitated and 4,200 lf was replaced. A VE analysis of rehabilitation methods and proposed use of pipe reaming to avoid trenching in areas with other underground utilities. This approach saved $300K and the project was completed more than 4 months ahead of schedule, even after performing additional tasks ordered during execution.

Hydrant Fueling System

Langley AFB, Hampton, VA

Duties included surface water sample collection for contaminates on flight line and headspace monitoring during excavation of contaminated soil. This project entails supporting the prime contractor with soil and water screening, sampling and transport and disposal of contaminated soil/water.

Seymour Johnson AFB

Provided sampling collection and assistance; engineering duties including site surveying and monitoring wells relative elevations; and field labor support.

NAS Whiting Field Soil Vapor Extraction (SVE) Sites 1438 & 1439

NAVFAC – South Division, Milton, FL

Responsible for quarterly monitoring of extraction points on this $187,000 CTO for design, construct, and O&M remediation services associated with a former bulk fuel storage facility supporting NAS Whiting Field aircraft.

Education

BS, Biological/Agricultural Engineering with a concentration in Environmental Engineering, North Carolina State University, 2005

BS, Biology with a concentration in Natural Resources Management, Western Carolina University, 1993

Specialized Training

40-hour OSHA HAZWOPER

USACE CQM certification, 2006

SureTrak Scheduling Software Training, 2006

First Aid and CPR, 2005

Professional Affiliations

American Society of Agricultural / Biological Engineers, 2005-06

A combination of thirty-nine shallow 20-feet bgs and deep 60-feet bgs SVE wells were installed strategically across the site and connected through buried piping to a TN&A designed skid mounted vacuum system. SVE effluent samples were collected, analyzed, and reported on a quarterly basis thru November of 2005.

Biosparge at Wastewater Treatment Plant (WWTP)

NAVFAC – South Division, NAS Pensacola

Conducted quarterly sampling of 10 wells for this $120K task order under an Environmental Multiple Award Contract (EMAC). Project included the installation of remediation system to remediate a chlorinated benzene contamination in shallow groundwater beneath capped formed sludge drying beds at the WWTP.

Tongue Point Landfill Remedial Action

USACE – Kansas City District, Astoria, OR

Junior Project Manager. Responsible for quality control, sampling, and various field activities necessary for remedial action at Tongue Point Landfill. Waste oil, diesel fuel, and sludge removed from mothballed ships were reportedly burned in a pit or tank within the landfill. Due to the diversity of industries that operated at the facility, the landfill may have been used for the disposal of an assortment of solid and liquid wastes.

IV. Outside Organizations

All vendors and subcontractors selected are agents of TN&A by way of master services agreements, contracts, subcontracts, and similar agreements. As such they are responsible through TN&A for maintaining QC procedures that are in compliance with Naval Facilities Engineering Command, Southern Command, Contract N62467-02-D-0483, Delivery Order 0014 Scope of Work, contractual agreements made with TN&A, and this QC Plan. These agents will provide the TN&A QCM with all necessary quality control data, reports, and certifications as required for submittal upon request.

Surveillance of the subcontractor's operations is the responsibility of the TN&A QCM. Major discrepancies will be recorded and transmitted to the subcontractor with directions for correction and resolution. The QCM has authority to act directly with subcontractor representatives on routine QC issues. If a discrepancy is related to concrete placement or will be obscured by subsequent construction operations, a resolution will be required before related construction tasks can proceed.

TN&A will use several outside organizations on this project. The specific information for the designated subcontractor for each task will be provided as the selections are made. The types of subcontractors and their responsibilities are as follows.

- **Environmental Testing Laboratory**
  Responsibilities: Fill sample analysis (if required), surface soils analysis for disposal
- **Paving Subcontractor**
  - Prep and Backfill
    Responsibilities: Site prep and placement of asphalt cap in accordance with approved Work Plan.
  - Transportation and Disposal
    Responsibilities: Hauling and disposal of excavated surface soils accordance with applicable regulations.

V. Appointment Letters

Prior to beginning construction and as part of the project specific QC plan, letters will be written designating the QCM and alternate. These letters will spell out their authority. Copies of the signed Appointment Letters are included as the next two pages.

T N & Associates, Inc.
Engineering and Science

23 March 2005

Mr. Gary Vogelsong
T N & Associates, Inc.
3691 Palmetto Pointe Blvd – Suite 302
Myrtle Beach, SC 29588

RE: Appointment as Quality Control Manager for the Asphalt Cap Installation Project at Naval Station Mayport, Florida

Dear Mr. Vogelsong:

This letter is to notify you of your appointment as Quality Control Manager (QCM) for the Asphalt Cap Installation Project - SWMU 25 at the Naval Station Mayport, Florida. As QCM, you will implement and manage the QC program. You will attend the coordination and mutual understanding meeting and conduct the QC meetings. Additionally, as QCM, you will perform the three phases of Quality Control, perform submittal approval, ensure that testing is performed as necessary, and provide any QC certifications and documentation required by the contract. You will be responsible for managing and coordinating the three phases of control and documentation performed by testing laboratory personnel and any other testing and inspection personnel required by this contract.

In the event that you discover a deficiency in construction quality, you will immediately bring the deficiency to the attention of the project superintendent. You will verify that the superintendent directs that the deficiencies be corrected, and that rework items are completed as necessary. If it becomes necessary, you have the authority to issue a stop work order so that QC issues can be resolved.

If you have any questions, please contact me at (414) 606-6734.

Sincerely,

John Fleissner

John Fleissner, PE
Corporate QA/QC Manager

T N & Associates, Inc.
Engineering and Science

23 March 2006

Mr. Mike Schott
T N & Associates, Inc.
6404 Falls of the Neuse Road – Suite 102
Raleigh, NC 27615

RE: Appointment as Alternate Quality Control Manager for the Asphalt Cap Installation Project at SWMU 25 at Naval Station Mayport, Florida

Dear Mr. Schott:

This letter is to notify you of your appointment as Alternate Quality Control Manager (QCM) for the Asphalt Cap Installation Project - SWMU 25at the Naval Station Mayport, Florida

The Alternate QCM serves only in the designated QCM Gary Vogelsong's absence for a maximum of two weeks at a time and for not more than a total of 30 days. As Alternate QCM, you will implement and manage the construction QC program in the QCM's absence. You will attend the coordination and mutual understanding meeting and, in the QCM's absence, conduct the QC meetings. Additionally, as Alternate QCM, you will perform the three phases of Quality Control, and in the QCM's absence, perform submittal approval, ensure that testing is performed as necessary, and provide any QC certifications and documentation required by the contract. In the QCM's absence, you will be responsible for managing and coordinating the three phases of control and documentation performed by the testing laboratory personnel and any other testing and inspection personnel required by this contract.

In the event that you discover a deficiency in construction quality, you will immediately bring the deficiency to the attention of the project superintendent. You will verify that the superintendent directs that the deficiencies be corrected, and that rework items are completed as necessary. If it becomes necessary, you have the authority to issue a stop work order so that QC issues can be resolved.

If you have any questions, please contact me at (414) 606-6734.

Sincerely,

John Fleissner

John Fleissner, PE
Corporate QA/QC Manager

VI. Submittal Procedures and Initial Submittal Register

The submittal reviewer for this project will be the QCM. In addition to the QCM, or in the event that the QCM is unable to perform the duties of submittal reviewer, the Alternate QCM will act as submittal reviewer. After review by the QCM, submittals will either be approved or returned to the preparer for revision. Approved submittals will be forwarded to the Contracting Officer or his designate. Seven copies of product data requiring review and approval by the contracting officer will be submitted. An executed Transmittal Form and Submittal Register will accompany each submittal. Shop drawings, samples and Operation and Maintenance Data will be submitted as required by the appropriate specifications. An executed Transmittal Form and Submittal Register will accompany each submittal. The approval status will be verified with the QCM's signature and date affixed to the Transmittal Form.

The submittals for the project will be recorded in a Submittal Register prepared at the beginning of the project. The Submittal Register for Contract N62467-02-D-0483, Delivery Order 0013 is included in Appendix A.

Each of the primary Submittal Descriptions are divided into more detailed submittal requirements relative to specific Specification Section paragraphs. Contract requirement items such as Daily Monitoring Logs, Manifests for Wastes, and Certificates of Disposal will be submitted throughout the contract period.

VII. Testing Laboratory Information

A Sampling and Analysis Plan will be prepared prior to the start of the project, with a testing schedule, and places for recording test data. All testing will be in accordance with the applicable sections of the specifications.

Laboratory services for the project will be used to determine the disposal method that is appropriate for the waste and to verify that fill material meets FDEP standards. The laboratory for the project will be accredited by the appropriate Accreditation Authority for the materials being tested. The selected laboratory for this project is Columbia Analytical Laboratories in Jacksonville, FL. Additional laboratories may be utilized to support this project as needed.

VIII. Procedures to Complete Rework Items

The QCM shall maintain a list of work that does not comply with the contract, identifying what items need to be reworked, the date the item was discovered, and the date it will be corrected by. There is no requirement to report rework items that are found and corrected on the same day. Rework items will be noted on a “Rework Items List” that includes the date that the rework item was discovered, and when the rework is scheduled for completion. The QCM will verify that rework items are completed as scheduled, and will note when items are corrected on the "Rework Items List." An example "Rework Items List" is included in Appendix A. No work will be built on top of items requiring rework. If necessary, the QCM will halt other work until rework items are completed.

IX. Documentation Procedures

Various forms of documentation will be generated and completed during this project. The documentation will consist of Contractor Quality Control Reports, Contractor Production Reports, Quality Control Summary Reports, Preparatory Phase Checklists, Initial Phase Checklists, Rework Items List, Transmittal Forms, Submittal Registers, Testing Plan and Log, Waste Management Plan and Log, field equipment inspections, confined space entry reports, equipment manuals, equipment certifications, performance certifications, analytical sample results and others as required by the contract and the direction of the Contracting Officer.

Work will be documented on the Contractor Production Report and Contractor Quality Control Report. The Contractor Production Report and Contractor Quality Control Report will only be completed for those days when actual on-site work is performed. Sample copies of the Contractor Production Report and Contractor Quality Control Report can be found in Appendix A. Each submittal requiring government approval will be complete and in sufficient detail to allow ready determination of compliance with contract requirements.

X. List of Definable Features

A definable feature of work is a task that is separate and distinct from other tasks and has separate control requirements. The definable features of work for this project are as follows:

- Scoping and Plan
- Site Management
- Quality Control
- Backfill Material Sampling and Analysis (if backfill is required)
- Waste Characterization Sampling and Analysis (surface soils associated with site prep)
- Site Mobilization
- Site Preparation
- Transportation and Disposal
- Asphalt Cap placement
- Site Restoration
- Remedial Action Completion Report

XI. Procedures for Performing the Three Phases of Control Using a Quality Control Checklist

The three phases of control will adequately cover both on-site and off-site work and will include the following:

- **Preparatory Phase:**

  1. Review of project specifications.
  2. Verify that the appropriate submittals have been submitted.
  3. Review the testing plan as appropriate.
  4. Examine the work area to insure that the required preliminary work is complete.
  5. Examine the required materials and equipment to insure that they are on hand.
  6. Discuss construction methods, tolerances, and workmanship standards with project personnel identifying potential problems and solutions.
  7. Review safety and hazard analysis for the activity to insure that the applicable safety requirements are met.
  8. Coordinate all activities with Base Operations personnel.

- **Initial Phase:**

  1. Establish the quality of workmanship required.
  2. Resolve conflicts.
  3. Ensure that applicable testing is performed.
  4. Check procedures for compliance with the safety plan.
  5. Verify adherence to flight line operations requirements.

- **Follow-up Phase:**

  1. Ensure that work is in compliance with contract requirements.
  2. Maintain the quality of workmanship required.
  3. Ensure that testing is performed.
  4. Ensure that rework items are being corrected.
  5. Perform safety inspections.

Since the definable features of work generally follow closely on each other, individual formal QC meetings will not necessarily be held for each phase of each feature of work. A QC meeting will be held prior to the start of construction, and as needed when there is a significant change in the nature of the work from that discussed in the preconstruction QC meeting.

XII. Personnel Matrix

The QCM (Gary Vogelsong) or Alternate QCM (Mike Schott) will approve QC submittals and will perform and document the three phases of quality control. The QCM or Alternate QCM will collect samples as necessary for testing and will deliver them to the laboratory for testing. Testing will be documented on the daily QC reports and in the project closure report.

XIII. Procedures for Completion of Inspection

The QCM or Alternate QCM will be on site at any time that work is performed, and will inspect the work as it progresses and verify in person that the work meets the plans and specifications for the project. The QCM will verify that rework items are completed as scheduled, and will note when items are corrected on the Rework Items List. No work will be built on top of items requiring rework, and if necessary, the QCM will halt other work until rework items are completed.

Appendix A

Submittal Register

SUBMITTAL REGISTER

CONTRACT: N62467-02-D-0403-TO13

TITLE AND LOCATION: Soil Removal - Site 283 (UST 7), Mayport Naval Station, FL

CONTRACTOR: T N & Associates, Inc.

ACTIVITY NO	TASK/SUBMITTAL NO	SPEC SECTION	DESCRIPTION ITEM SUBMITTED	PARAGRAPH NO	CLASSIFICATION OF SUBMITTAL	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTHR	DATE FWD TO OTHER REVIEWER	DATE RECD FROM OTHER REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RECD FROM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
1			SD-01 Preconstruction Submittals														
	101		Work Plan	2.2.1	GA												
	102		Sampling and Analysis Plan	2.2.3.3	GA												
	103		Quality Assurance Project Plan	2.2.3.3	GA												
	104		Waste Management Plan	2.2.3.4	GA												
	105		Stormwater Pollution Prevention Plan	2.2.3.5	GA												
	106		Conformity Analysis	2.2.3.6	GA												
	107	1450N	Quality Control Plan	2.2.3.7	GA												
	108	01525	Health and Safety Plan	2.2.3.2	GA												
	109		Traffic Control Plan	2.3.2.3 (2)	GA												
	110		PAK Mtg Minutes	Award Doc.	GA												Within 10 days after meeting
	111		Schedule	2.2.4	GA												
2			Permits														
	201		Dig Permit	1.1.9.1	GA												
	202		Storm Water Permit	1.1.9.1	GA												
	203		Conformity Analysis	1.1.9.1	GA												
3			Document Submittals														
	301		Project Team Mtg Minutes	2.1.2.3	GA												Within 10 days after meeting
	302		Work Plan/Design Review/Pre-Con Mtg Minutes	2.1.2.2	GA												Within 10 days after meeting
	303		1st Quarter O&M Sampling Rpt	1.1.3	GA												
	304		2nd Quarter O&M Sampling Rpt	1.1.3	GA												
	305		3rd Quarter O&M Sampling Rpt	1.1.3	GA												
	306		4th Quarter O&M Sampling Rpt	1.1.3	GA												
	307		RACR - Draft	2.4.1.1	GA												
	308		RACR - Final	2.4.1.1	GA												

Rework Items List

REWORK ITEMS LIST

Contract No. and Title: N62467-02-D-0483/014 - SWMU 25 Asphalt Cap Installation at NS Mayport, Florida

Contractor: TN & Associates, Inc.

NUMBER	DATE IDENTIFIED	DESCRIPTION	CONTRACT REQUIREMENT (Spec. Section and Par. No., Drawing No. and Detail No., etc.)	ACTION TAKEN BY QC MANAGER	RESOLUTION	DATE COMPLETED

Contractor Production Report

CONTRACTOR PRODUCTION REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE: Enter Date (DD/MMM/YY)

CONTRACT NO:	TITLE AND LOCATION:	REPORT NO
N62467-02-D-0483/014	SWMU 25 Asphalt Cap Installation at NS Mayport, Florida	Enter Report # Here

CONTRACTOR	SUPERINTENDENT
TN & Associates, Inc.	Gary Vogelsong - CQCM

AM WEATHER	PM WEATHER	MAX TEMP (F)	MIN TEMP (F)
Enter AM Weather Data Here	Enter PM Weather Data Here	Enter Max Temp Here	Enter Min Temp Here

WORK PERFORMED TODAY

Schedule Activity No.	WORK LOCATION AND DESCRIPTION	EMPLOYER	NUMBER	TRADE	HRS

Job Safety

WAS A JOB SAFETY MEETING HELD THIS DATE? (If YES attach copy of the meeting minutes)	☐ YES	☐ NO
WERE THERE ANY LOST TIME ACCIDENTS THIS DATE? (If YES attach copy of completed OSHA report)	☐ YES	☐ NO
WAS CRANE/MANLIFT/TRENCHING/SCAFFOLD/HV ELEC/HIGH WORK/ HAZMAT WORK DONE? (If YES attach statement or checklist showing inspection performed.)	☐ YES	☐ NO
WAS HAZARDOUS MATERIAL/WASTE RELEASED INTO THE ENVIRONMENT? (If YES attach description of incident and proposed action.)	☐ YES	☐ NO

TOTAL WORK HOURS ON JOB SITE, THIS DATE, INCL CON'T SHEETS	
CUMULATIVE TOTAL OF WORK HOURS FROM PREVIOUS REPORT	
TOTAL WORK HOURS FROM START OF CONSTRUCTION	

Schedule Activity No.	LIST SAFETY ACTIONS TAKEN TODAY/SAFETY INSPECTIONS CONDUCTED	☐ SAFETY REQUIREMENTS HAVE BEEN MET.

EQUIPMENT/MATERIAL RECEIVED TODAY TO BE INCORPORATED IN JOB (INDICATE SCHEDULE ACTIVITY NUMBER)

Schedule Activity No.	Submittal #	Description of Equipment/Material Received

CONSTRUCTION AND PLANT EQUIPMENT ON JOB SITE TODAY. INDICATE HOURS USED AND SCHEDULE ACTIVITY NUMBER.

Schedule Activity No.	Owner	Description of Construction Equipment Used Today (incl Make and Model)	Hours Used

Schedule Activity No.	REMARKS

CONTRACTOR/SUPERINTENDENT: Gary Vogelsong

DATE:

CONTRACTOR PRODUCTION REPORT

(CONTINUATION SHEET)

DATE

CONTRACT NO:	TITLE AND LOCATION:	REPORT NO
N62467-02-D-0483/014	SWMU 25 Asphalt Cap Installation at NS Mayport, Florida	

WORK PERFORMED TODAY

Schedule Activity No.	WORK LOCATION AND DESCRIPTION	EMPLOYER	NUMBER	TRADE	HRS

Schedule Activity No.	LIST SAFETY ACTIONS TAKEN TODAY/SAFETY INSPECTIONS CONDUCTED

EQUIPMENT/MATERIAL RECEIVED TODAY TO BE INCORPORATED IN JOB (INDICATE SCHEDULE ACTIVITY NUMBER)

Schedule Activity No.	Submittal #	Description of Equipment/Material Received

CONSTRUCTION AND PLANT EQUIPMENT ON JOB SITE TODAY. INDICATE HOURS USED AND SCHEDULE ACTIVITY NUMBER.

Schedule Activity No.	Owner	Description of Construction Equipment Used Today (incl Make and Model)	Hours Used

Schedule Activity No.	REMARKS

INCLUDE ALL PERSONNEL WORK HOURS IN THE WORK PERFORMED SECTION ON THIS SHEET
INTO THE FRONT CONTRACTOR PRODUCTION REPORT

Contractor Quality Control Report

CONTRACTOR QUALITY CONTROL REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE: Enter (DD/MMM/YY)

REPORT NO: Enter Rpt # Here

PHASE | CONTRACT NO: N62467-02-D-0483/014 | CONTRACT TITLE: SWMU 25 Asphalt Cap Installation at NS Mayport, Florida

PREPARATORY

WAS PREPARATORY PHASE WORK PREFORMED TODAY? YES ☐ NO ☐

IF YES, FILL OUT AND ATTACH SUPPLEMENTAL PREPARATORY PHASE CHECKLIST.

Schedule Activity No.	Definable Feature of Work	Index #

INITIAL

WAS INITIAL PHASE WORK PREFORMED TODAY? YES ☐ NO ☐

IF YES, FILL OUT AND ATTACH SUPPLEMENTAL INITIAL PHASE CHECKLIST.

Schedule Activity No.	Definable Feature of Work	Index #

FOLLOW-UP

WORK COMPLIES WITH CONTRACT AS APPROVED DURING INITIAL PHASE? YES ☐ NO ☐

WORK COMPLIES WITH SAFETY REQUIREMENTS? YES ☐ NO ☐

Schedule Activity No.	Description of Work, Testing Performed & By Whom, Definable Feature of Work, Specification Section, Location and List of Personnel Present

REWORK ITEMS IDENTIFIED TODAY (NOT CORRECTED BY CLOSE OF BUSINESS)		REWORK ITEMS CORRECTED TODAY (FROM REWORK ITEMS LIST)	
Schedule Activity No.	Description	Schedule Activity No.	Description

REMARKS (Also Explain Any Follow-Up Phase Checklist Item From Above That Was Answered "NO"), Manuf. Rep On-Site, etc.

Schedule Activity No.	Description

On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

Gary Vogelsong

AUTHORIZED QC MANAGER AT SITE DATE

GOVERNMENT QUALITY ASSURANCE REPORT

DATE

QUALITY ASSURANCE REPRESENTATIVE'S REMARKS AND/OR EXCEPTIONS TO THE REPORT

Schedule Activity No.	Description

GOVERNMENT QUALITY ASSURANCE MANAGER DATE

CONTRACTOR QUALITY CONTROL REPORT

(CONTINUATION SHEET)
(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE: Date (DD/MMM/YY)
REPORT NO.: Enter Rpt # Here

PHASE	CONTRACT NO	N62467-02-D-0483/014	CONTRACT TITLE:	SWMU 25 Asphalt Cap Installation at NS Mayport, Florida

FOLLOW-UP

WORK COMPLIES WITH CONTRACT AS APPROVED DURING INITIAL PHASE? YES ☐ NO ☐

WORK COMPLIES WITH SAFETY REQUIREMENTS? YES ☐ NO ☐

Schedule Activity No.	Description of Work, Testing Performed & By Whom, Definable Feature of Work, Specification Section, Location and List of Personnel Present

REMARKS (Also Explain Any Checklist Item From Above That Was Answered "NO"), Manuf. Rep. On-Site, etc.

Schedule Activity No.	Description

Preparatory Phase Checklist

PREPARATORY PHASE CHECKLIST

(CONTINUED ON SECOND PAGE)

SPEC SECTION	DATE
Enter Spec Section # Here	Enter Date (DD/MMM/YY)

CONTRACT NO:	DEFINABLE FEATURE OF WORK:	SCHEDULE ACT NO.	INDEX #
N62467-02-D-0483/014	Enter DFOW Here	Enter Sched Act ID Here	Enter Index# Here

PERSONNEL PRESENT

GOVERNMENT REP NOTIFIED _____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

SUBMITTALS

REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN APPROVED? YES ☐ NO ☐

IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED? _____

ARE ALL MATERIALS ON HAND? YES ☐ NO ☐

IF NO, WHAT ITEMS ARE MISSING? _____

CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.)

COMMENTS: _____

MATERIAL STORAGE

ARE MATERIALS STORED PROPERLY? YES ☐ NO ☐

IF NO, WHAT ACTION IS TAKEN? _____

SPECIFICATIONS

REVIEW EACH PARAGRAPH OF SPECIFICATIONS. _____

DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK. _____

CLARIFY ANY DIFFERENCES. _____

PRELIMINARY WORK & PERMITS

ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE.

IF NOT, WHAT ACTION IS TAKEN? _____

TESTING

IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM. _____

WHEN REQUIRED?

WHERE REQUIRED?

REVIEW TESTING PLAN.

HAS TEST FACILITIES BEEN APPROVED?

SAFETY

ACTIVITY HAZARD ANALYSIS APPROVED? YES ☐ NO ☐

REVIEW APPLICABLE PORTION OF EM 385-1-1.

MEETING COMMENTS

NAVY/ROICC COMMENTS DURING MEETING.

OTHER ITEMS OR REMARKS

OTHER ITEMS OR REMARKS:

QC MANAGER Gary Vogelsong

DATE

Initial Phase Checklist

INITIAL PHASE CHECKLIST

SPEC SECTION	DATE
Enter Spec Section # Here	Enter Date (DD/MMM/YY)

CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	INDEX #
N62467-02-D-0483/014	Enter DFOW Here	Enter Sched Act ID Here	Enter Index# Here

PERSONNEL PRESENT

GOVERNMENT REP NOTIFIED _____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

PROCEDURE COMPLIANCE

IDENTIFIY FULL COMPLIANCE WITH PROCEDURES IDENTIFIED AT PREPARATORY. COORDINATE PLANS, SPECIFICATIONS, AND SUBMITTALS.

COMMENTS:

PRELIMINARY WORK

ENSURE PRELIMINARY WORK IS COMPLETE AND CORRECT. IF NOT, WHAT ACTION IS TAKEN?

WORKMANSHIP

ESTABLISH LEVEL OF WORKMANSHIP.

WHERE IS WORK LOCATED?

IS SAMPLE PANEL REQUIRED? YES ☐ NO ☐

WILL THE INIITAL WORK BE CONSIDERED AS A SAMPLE? YES ☐ NO ☐

(IF YES, MAINTAIN IN PRESENT CONDITION AS LONG AS POSSIBLE AND DESCRIBE LOCATION OF SAMPLE)

RESOLUTION

RESOLVE ANY DIFFERENCES.

COMMENTS:

CHECK SAFETY

REVIEW JOB CONDITIONS USING EM 385-1-1 AND JOB HAZARD ANALYSIS

COMMENTS:

OTHER

OTHER ITEMS OR REMARKS

QC MANAGER	DATE
Gary Vogelsong	